

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 17-21 June 1985

FROM:

AC/OC/AMD

EXTENSION

NO.

OC- 12407-85

DATE

26 JUN 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

27 JUN 1985

27 JUN 1985

Rag

2.

DD/CO

28 JUN 1985

2 JUL 1985

GSM

3.

C/OPS

2 JUL 1985

3 JUL 1985

R

4.

OC-EXA

3 JUL 1985

3 JUL 1985

V

5.

OC/OL/ISC

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15.

Archiving

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OC 12407-85

26 JUN 1985

MEMORANDUM FOR: Director of Communications

FROM:

Acting Chief, Administrative Management
Division, OC

SUBJECT: OC-AMD Staff Notes 17-21 June 1985

1. Panel N personnel strength remained at status quo. Panel N remains at 31 technicians under authorized ceiling. In order to provide greater opportunities for technicians who possess project management and other unique skills, 12 technicians are serving in assignments for Panel E, Panel O, and Panel D. Ironically but justifiably, while satisfying an Office need, the aforementioned 12 technicians tend to decrease effective strength. One TCA Officer entered on duty with Panel D during the week. Since there were no losses of Panel D personnel this week, the Panel is presently 88 employees over authorized ceiling. Taking into account all factors that govern Panel D staffing, including those personnel in the training complement, the panel is currently 25 personnel understrength.

2. Overseas Areas: During the week, APB processed a total of 13 officers. This included nine checking in from overseas and four checking out and departing Headquarters for their overseas posts.

3. OSG activities included the processing of one returnee and 11 TDY personnel. OC is currently providing 29 Panel D and 2 Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

4. The Personnel Support Section (PSS) assisted the representative from the Insurance Operations Division in setting up a question-and-answer session on the FEGLI Open Season which was held on Friday, 21 June.

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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5. Construction has begun on the renovation of the OC-AMD file room. Internal office partitions were removed on Saturday, 22 June, in an effort to create more space to accommodate new filing units. A firm delivery date for the units has not yet been established.

7. On Tuesday, 18 June 1985, [redacted] Executive Director, Central Intelligence, presented [redacted] a Certificate of Distinction for Courageous Performance and an Intelligence Commendation Medal for the time period 6 February 1981 to 5 February 1983 for his outstanding performance, courageous conduct, and exemplary behavior under extremely dangerous conditions [redacted]

8. On 21 June, [redacted] OP Recruiter/Administrative Assistant, OC/AMD/PAB/RES. was reassigned within OP. Judy's replacement is [redacted]

9. Fourteen applicants were interviewed this week with eight failing to meet OC requirements and six Placed-In-Processing (PIP). Of the 14 interviewed, one applicant was for Panel MCN, 12 Panel MCD and one Panels MCE and MCS.

10. Five personnel EOD'd in OC this week. One in Panel MCD and four in Panel MCA.

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25X1



25X1
25X1

15. The Instructional Support Department (ISD) has completed the initial draft modules for the OC Utility Net "Basic Operations" course. [redacted] from ISD will be joining [redacted]

25X1

[redacted], for a week of formatting the course for trial testing. Based on the review and trial test, the Utility Net Basic Operations Course is expected to be delivered [redacted] in final form by 15 July 1985.

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25X1 16. Time Division Multiple Access (TDMA) training for ten
25X1 students was held at the Communications School (CS) 17-21 June.
Training was conducted [redacted]

25X1 17. [redacted] CS, are
25X1 continuing to work with [redacted], concerning courses for OC in
the area of Leadership Styles and Behavior (LSB). The overall
evaluations by recent LSB course participants reveal that the LSB
course was well received and found to be meaningful to students in
their present positions.

25X1 18. [redacted] discussion series at CS, entitled
"Let's Talk About Instruction" continues to be of assistance to the
CS Departmental Chiefs. Sessions are conducted weekly covering
selected agenda items. This week's session discussed Ethical
Standards for CS staff and students.

19. Plans are being made to have a special OC running of the
Supervisory Counseling course at Chamber of Commerce, 8-12 July
1985.

25X1 20. [redacted] CRAFT Instructor at CS, was sent TDY
25X1 [redacted] in response to an urgent request. The CRAFT
25X1 system in [redacted] was experiencing difficulties that station
personnel were unable to overcome.

25X1 21. [redacted] remain TDY at
25X1 [redacted] in support of the SPARS installation.

22. In an effort to meet this summer's training requirements
at CS, extra runnings of PRS-6, TERP-11A, Alphaword III, and Wang
Limited Maintenance are scheduled.

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